

CLOVER HILL PARK CEMETERY RULES AND REGULATIONS

Clover Hill Park Cemetery (the "**Cemetery**") is owned by Congregation Shaarey Zedek and operated in accordance with Jewish law and tradition.

The rules and regulations set forth below are for the preservation and protection of the rights of all and the dignity of Clover Hill Park. To accomplish these goals, the Board of Trustees of the Cemetery (the "**Board**") retains the right to amend, alter or repeal any rule or regulation and to adopt new rules and regulations as deemed necessary. In addition, the Board may grant waivers and exceptions to these Rules and Regulations in its discretion.

GENERAL RULES AND REGULATIONS

1. The Cemetery grounds will be open to visitors from 8:00 a.m. to 4:30 p.m. daily, except Saturday and religious holidays.
2. Children are permitted on the grounds when accompanied by an adult who will be responsible for their conduct.
3. Motorcycles, motor-scooters, mini-bikes, skateboards, rollerblades, and bicycles are not permitted on the Cemetery grounds.
4. Those whose conduct is not in keeping with the dignity of the Cemetery will be asked to leave.
5. Religious ceremonies other than those of the Jewish faith are not permitted within the Cemetery.
6. The Cemetery is not responsible for items left at gravesites. Periodically, items left at gravesites will be removed.
7. Pets are not allowed on the Cemetery grounds.
8. Eating and drinking are not allowed on the Cemetery grounds.
9. In the event of any disagreements with respect to the interpretation of these rules and regulations, the decisions of the Board will be final and binding. In addition, the Board has no obligation to honor past policies, precedents, practices, or procedures and may alter and amend these rules and regulations in its discretion, at its feels appropriate, from time to time.
10. From time to time, the Board will establish and make available a list of fees and services for all matters related to use of the Cemetery, including but not limited to, sale of burial rights, interment, disinterment, perpetual care, and memorials. These fees may be changed at the discretion of the Board.

CEMETERY LOT PURCHASES

1. The purchase of a burial site only entitles the purchaser to the right of interment thereon. When the purchase price has been fully paid, a certificate of ownership will be issued, subject to the rules and regulations of the Cemetery.
2. Members of Congregation Shaarey Zedek in good standing may purchase lots for their use and the use of their immediate families.
3. Non-members and members not in good standing may purchase lots for an additional charge beyond that paid by members in good standing, as set by the Board.
4. Lots in Section 27, but in no other Section, may be purchased by a Jewish person for use by that person and other members of his or her immediate family even if one or more of such other persons is not Jewish. Separate rules and regulations have been adopted which must be agreed to by the purchaser at the time of purchase.
5. Lots in Section 2 East, but in no other Section, may be purchased for the burial of cremains. Separate rules and regulations have been adopted which must be agreed to by the purchaser at the time of purchase.
6. In the event of issues involving rights of ownership or interment, the Cemetery will look first to the purchaser and then to the heirs of the purchaser for instruction and assistance in making proper determinations. However, all decisions of the Board will be final and binding in the event of any disagreement.
7. Lot exchanges are subject to approval of the Board. Credit against the applicable purchase price of the new lot will be given in the amount of the purchase price of the original lot.
8. The Board reserves the right to repurchase or resell relinquished spaces or lots subject to the terms and conditions then in effect. For lots purchased prior to 1972, the owner will receive the original cost of the lot at the time of purchase. For those purchased after 1971, the owner will receive the original cost of the lot at the time of purchase, less 10%.
9. Assignment and re-assignment of the use of grave spaces may be made by the owner of record or the heirs, in writing, and recorded with the Cemetery office. The relationship of the designee to the owner must be indicated on the assignment. Forms are available at the Cemetery office. Alternatively, a letter from the owner - properly dated, signed, and witnessed will be accepted. These Rules and Regulations will apply to the assignees who will have no different or greater rights than the original purchaser.

INTERMENTS

1. All graves will be prepared by employees of the Cemetery and under the direction of the superintendent or designated representative. Service charges will be made for the opening and closing and for such equipment as may be required for the interment.
2. Six working hours are needed to prepare the site of the burial. Interments following the Sabbath, religious and legal holidays will require sufficient advanced notice so that the burial preparations can be made. (Inclement weather conditions, labor or other good and sufficient reasons may cause temporary delay in making burial preparations ready at the agreed time.)
3. No interment will be made without a legally executed Burial Transit Permit from the Department of Health, a Cemetery Interment Order, and such other authorizations by the owner or heirs as may be required by the Cemetery.
4. No interments will take place on Saturday or Jewish holidays, except by order of the Board of Health or other legal authority.
5. All funerals, upon entering the Cemetery, will be under the direction of the superintendent and his assistants.
6. All caskets are to be made of wood and will be placed in an outside container of concrete. Wood or metal outside containers are not permitted.
7. Interments of more than one deceased person in a grave are prohibited, except in the case of a mother and her newborn child or children.
8. No grave will be re-opened after the interment, except for official investigation by or upon the order of properly constituted legal authorities.
9. Waivers of interment charges are subject to the approval of the Board.
10. The Board reserves the right to correct any errors that may have been made by the Cemetery in making interments, disinterments or removals, or in the description, transfer, or conveyance of interment rights. It may cancel a burial right granted in error and substitute and convey another burial right of equal value or refund the amount of the purchase price as it may determine.

DISINTERMENTS

1. Except as otherwise determined by appropriate legal authorities, no disinterment may be made without written approval of the Mara D'Atra of Congregation Shaarey Zedek.
2. In addition, written consent to disinterment will be required of the heirs, or in their absence, by the owner or owners of the burial rights or their heirs. Reinterment is subject to the rules and regulations governing interments as then in effect.
3. Board of Health permits for disinterment and reinterment are required.

4. In addition to the foregoing requirements, disinterments for the purpose of leaving the Cemetery will require a legally executed Disinterment and Reinterment Permit from the Board of Health.
5. Disinterments are also subject to and governed by all health laws of the State of Michigan.

MEMORIALS

1. The term "Memorials" as used in these rules and regulations includes monuments, markers, urns, benches, and any structure placed or built on a Cemetery lot.
2. No memorial of any kind is permitted unless all Cemetery accounts have been paid in full. (See lot purchase agreement).
3. The Cemetery representatives will, at the time of lot selection, indicate whether or not the lot will have monument privileges.
4. Only the lot holder may request erection of a monument. On lots of multiple holders, all holders must request permission for the erection of a monument.
5. The Cemetery is not responsible for any memorial. Memorials are the personal property and responsibility of the lot purchaser. In the event the holder does not maintain and repair the memorial, or if, in the opinion of the Cemetery authorities, the memorial is or becomes unsafe or unsightly, the Cemetery authorities may correct the objectionable condition or have the memorial removed, each at the holder's expense.
6. No memorial may be placed or erected without the Cemetery's approval. Applications for monuments or marker foundations must be made on forms furnished by the Cemetery and must be consistent with the applicable rules and regulations relating to the Section in which the lot is located. The submitted application must include a detailed sketch or photograph of the marker or monument and type of material.
7. A minimum of fifteen days is required from the date of application in order to issue permits and install the foundation. When unveiling services are contemplated, a minimum of thirty days will be required for processing the application.
8. Permits will be mailed to the monument dealer. Those permits must accompany the memorial upon delivery to the Cemetery. All memorials must be inspected and approved by the superintendent or other designated employees before setting. The Cemetery reserves the right to refuse any memorial that does not comply with the approved original application.
9. Only natural granite is acceptable. Manufactured or processed granite is not permitted. This applies to all Cemetery sections, with the exception of those where bronze is designated and required.

10. A charge will be made for the foundation on which the memorial is placed. This charge will vary with the cost of material and labor.
11. Any damage done to the turf, landscaping, or memorials while setting a memorial will be repaired and charged to the dealer responsible.
12. Deliveries of memorials must be made Monday through Thursday, between 8:00 a.m. and 4:00 p.m. No deliveries are permitted on Friday, Saturday, Sunday, legal or religious holidays.
13. Monuments or markers to be removed from the Cemetery for inscription work will be by written permission of the lot owner and the Cemetery office. Those memorials are to be replaced in the same condition as when removed.
14. The Cemetery reserves the right to correct any error that may have been made by its employees or by any other person or persons in the location of a memorial placement in the Cemetery.
15. Marker size:
 - a. Adult Markers (Granite and Bronze) - 2'0" long, 1'0" side and 0'6" thick.
 - b. Children's Markers - minimum size - 2'0" x 1'0"
 - c. Babies buried by family monument - 1'4" x 0'8"
 - d. Baby-land (Sections 19E and 19M) - 1'8" x 0'10"
16. Marker inscriptions:
 - a. The legal name of the deceased.
 - b. A maximum of five endearments, such as: beloved husband, father, grandfather and great grandfather; dear wife, mother, grandmother and great grandmother.
 - c. Dates of birth and death:
 - i. Year of birth and year of death.
 - ii. Month, day, and year of birth and death.
 - iii. Month, day, year and age at death.
 - d. Hebrew - maximum of two lines. The English translation of the Hebrew must be noted on all orders for the office records.
 - e. Any special inscription other than listed above is subject to the approval of the Cemetery office and the Board.

- f. Markers on family lots will be the same as the monument in material and color, except where bronze markers were originally used with the family memorial of granite; in the duplication of these markers, bronze is permitted.
- 17. One monument may be permitted on family lots in monument sections, in accordance with the following:
 - a. On family lots of four or more grave spaces, the monument will be set in the center of the lot.
 - b. One family name only is to appear on both sides of the monument. Additional names will be permitted only if the sales contract is written as joint ownership.
 - c. On two and three grave lots the monument will be at the back of the lot, facing over the grave spaces. The surname may appear on one side only unless otherwise authorized by the Board.
- 18. Benches are permitted consistent with the then existing policies of the Cemetery. One granite, marble, or stone bench may be placed on parcels or lots, provided one grave space is sacrificed until all spaces are required for interment. At which time the bench will be removed, for a charge to be determined at the time of removal.
 - a. At all times, the placement is subject to the then existing and subsequently adopted regulations relating to benches, type of construction, and maintenance and is to be confirmed, in writing, to the Cemetery office at the time the request for placement is made.
 - b. The material and design of each bench will, at all times, be subject to the approval of the Cemetery. Granite benches may have the family name inscribed on the front for identification purposes.
 - c. Bench applications are available at the Cemetery office. A placement fee may be charged by the Cemetery, and the lot owner is responsible for all costs related to the bench and its placement.
- 19. Urns of concrete, stone or other approved material may be placed on a lot by the owner of the burial rights. Size and design are subject to approval by the Cemetery office.

LANDSCAPING AND GRAVE DECORATIONS

- 1. The Cemetery reserves the right to landscape each section according to a landscaping plan designed and modified from time to time. Accordingly, all plantings and designs are subject to the approval of the Cemetery management.
- 2. No lot may be enclosed by a fence, railing, coping, hedge, or other enclosure.

3. Summer or seasonal grave plantings are made by the Cemetery employees or contractors only and are planted in accordance with a standard format as approved by the Board.
4. Summer grave decorations, other than the uniform planting by the Cemetery, are not permitted on any lot and will be removed, without notice, by the Cemetery.
5. Bouquets of fresh flowers are allowed and may be placed directly in back of the grave marker. Only two such decorations are permitted per grave.
6. One potted plant no larger than a 12" diameter is permitted on a grave space at a time.
7. Artificial grave decorations are prohibited in the Cemetery from April 1st to October 1st.
8. Winter grave blankets are permitted between November 15th and March 15th.
9. Winter evergreen blankets are permitted on the graves at the request of the lot owners or heirs. The winter blankets will be supplied by the Cemetery to create uniformity.
10. All winter blankets not purchased through the Cemetery will be removed.